

## **1.3 INFORMATION TO APPLICANTS**

### **PURPOSE**

- P1. To provide applicants with accurate information about the Job Corps program and specific centers.
- P2. To establish an information base for students entering the Job Corps program so they can focus on solid career choices.

### **REQUIREMENTS**

#### R1. Information on Center Life

ACs shall provide applicants with accurate information about:

- a. Living accommodations
- b. Student conduct standards and expectations, including Job Corps' drug testing policy
- c. Center life, including community service activities
- d. Allotment information to applicants with dependent children

#### R2. Career Development Services System

ACs shall inform applicants about the Job Corps Career Development Services System describing, at a minimum, the CDSS components, including:

- a. Personalized career planning assistance
- b. Preparation for career development
- c. Career development combining academic, vocational, social, and employability skills training in both center-based and work-based settings to meet each student's individual needs.
- d. Career transition support
- e. Program expectations and graduation requirements

**R3. Personal Career Development Assistance**

ACs shall assist applicants in initiating career planning by:

- a. Discussing available vocational offerings, trade requirements, and waiting lists.
- b. Using labor market information to advise applicants regarding the career outlook for their expressed vocational interests and to assist applicants in selecting vocational preferences.
- c. Explaining the use of the Personal Career Development Plan (PCDP) as a personalized blueprint, which will be used throughout enrollment, and the Career Transition Period (CTP) to assist students in meeting their career goals.

**R4. Complaints of Discriminatory Treatment**

ACs shall provide applicants with

- a. The Equal Opportunity Notice set forth in 29 CFR 37.30 (See Exhibit 6-11). The notice must be signed and dated by the student and a copy placed in the applicant's file. The notice must be provided in alternate formats upon the request of applicants with visual impairment. Where an alternate-format notice has been provided, a record that such a notice has been given must also be made a part of the student's file.

**QUALITY INDICATOR (S)**

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| <ol style="list-style-type: none"><li>Q1. New arrivals are well informed and have realistic expectations about the program.</li><li>Q2. New arrivals have a basic understanding of Job Corps' career development focus, how Labor Market Information can be used, and the career development services available to them through Job Corps.</li><li>Q3. New arrivals report that admissions counselors prepared them for what to expect at Job Corps.</li></ol> |
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